



**FIRST DISTRICT COURT OF APPEAL
TALLAHASSEE, FLORIDA 32399**

Position: Administrative Assistant II
Position # 4398

Annual Salary: \$36,863.10

Function:

The main function of the position within the organization is to provide organizational, secretarial, and administrative support for the First District Court of Appeal which requires a thorough knowledge and understanding of court policies and procedures as well as a basic understanding of the Florida Rules of Appellate Procedure. The essential functions of the position are to provide clerical and administrative support to the Workers' Compensation/Central Staff Units and provide exemplary customer service both to the judiciary and other members of the Court as well as to the public.

The administrative assistant will work as part of a team in the Workers' Compensation/Central Staff Units and, although he or she will have discrete and specific responsibilities, these duties will change from time to time. Thus, the examples of work listed herein are meant to be illustrative of the duties of the administrative assistant.

The successful candidate will have a working knowledge of general office practices and procedures. Demonstrated proficiency in computer applications (Word, Excel, Outlook, and Acrobat) is required.

Screen telephone calls and visitors to the department; provide information, resolve issues, direct caller/visitor to proper personnel, or take messages.

Compose and type correspondence, lists, memoranda, reports, e-mails, and other documents observing strict confidentiality.

Handle incoming mail and electronic documents.

Scan documents as needed.

Other general administrative or secretarial tasks as assigned.

Make travel arrangements and reservations for court personnel as needed.

Knowledge, Skills and Abilities:

Must be able to work efficiently and accurately in a group setting and must have superior skills working collaboratively with others to coordinate workflow, handle extra work and maximize efficiency. Must be flexible and willing to take on unassigned tasks when needed.

Must be proficient with Microsoft Word, Excel, Outlook Must be able to type 50 words per minutes.

Education: Associate's degree or higher. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

How to Apply: Submit a current and complete State of Florida application and resume to:
1dca_jobs@flcourts.org

State of Florida applications are available at the First District Court of Appeal, or by accessing the web site:
<http://www.1dca.org>

Closing Date: Open until filled.

If you need an accommodation in order to participate in the application/selection process, please call (850) 717-8132 in advance. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.